

**MHSLA**  
**MICHIGAN HEALTH SCIENCE LIBRARIES ASSOCIATION**  
**1997 EDUCATIONAL CONFERENCE**  
**LOCAL ARRANGEMENTS COMMITTEE**  
**JANUARY 21, 1997**  
**MINUTES**

1. The meeting of the Local Arrangements Committee was called to order at 9:00.a.m. on January 21, 1997 at William Beaumont Hospital-Royal Oak.
2. Committee members present : J. Emahiser, D. O'Keefe, E. O'Donnell, D. Bradley and A. Eastabrook.
3. The minutes from the October 10, 1996 meeting and the revised committee roster were distributed.

4. Subcommittee Reports :

Accommodations : No report.

Audio-Visuals : No report.

Exhibits/Vendors : Joanie reported for Diane that the first vendor letters were sent out and she was waiting for replies. Vendor charges will be \$120.00 for a booth at the conference, \$60.00 to send materials, \$200.00 to sponsor a break, \$300.00 to co-sponsor a dinner/luncheon and \$600.00 to sponsor a dinner/luncheon.

Hospitality/Special Event : Special event will be at Greenfield Village. Joanie & Diane estimated the budget at approximately \$4,500.00.

Mailing : Alexia distributed a report and estimated that the mailing costs would be about \$1,000.00.

Post-Conference Evaluation : No report.

Printing : Ellen reported that she and Peggy would be working together on the Printing and Registration subcommittees.

Publicity : Diane reported that the logo for the conference will be a computer

screen with a light bulb in the middle. Diane gave the design to Ellen for the Printing subcommittee. Joanie reported that an article has been written for the MDMLG News, MHSLA newsletter and Midline.

Registration : Peggy will be primarily responsible for the Printing subcommittee. Ellen will be primarily responsible for the Registration with Doreen. The subcommittee should send out a publicity flyer in early spring with the theme, logo & part of program (ie.keynote speaker); the Pre-Registration packet should include a preliminary program, flyer on special event, hotel registration cards and any other needed materials.

5. Conference Breakdown :

Wednesday : Two all day CE Courses  
Coffee/Class/Break/Class/Lunch/Class/Break/Class  
Welcoming Reception sponsored by MDMLG  
MHSLA Board Dinner/Meeting

Thursday : Morning  
Breakfast / Business Meeting / Poster & Vendors  
Lunch on own or MACHIS meeting with box lunch  
Afternoon  
Two concurrent sessions / Break / Session  
Evening  
Special Event - Greenfield Village

Friday : Morning  
Coffee/Session/Break/Session  
Lunch in the Alexandria Ballroom  
Afternoon  
Session/Break/Session

6. Projected Expenses

Mailing	1,000.00
Audio-Visuals	1,000.00
Registration & Printing	2,000.00
Forms	
Flyers	
Folders	
Bags	
Name Tags	
Room Signs	
Ribbons	
Plastic Badge Holders	

Voting Paddles  
Labels for registration packets  
Tickets  
Reports  
Special Event 4,500.00  
Facilities & Food see attached

7. Old Business

No old business.

8. New Business

The September 1997 meeting will not be held in conjunction with the MHSLA conference. A separate place and date will be arranged.

The hotel's management should be asked on how long they need to set up the meeting rooms between sessions, especially Thursday with the Business Meeting, then the MACHIS box lunch and the two afternoon concurrent sessions.

Next meeting was scheduled for Monday, March 3, 1997 at 2:00 at the Dearborn Inn's Ten Eyck Tavern.

9. Adjournment

The meeting adjourned at 11:00 a.m.